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Ontario Department of Education

REGULATIONS

Respecting Permanent Certificates

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REGULATIONS

Respecting Permanent Certificates

I. GENERAL REQUIREMENTS FOR PERMANENT CERTIFICATES.

The general requirements for the granting of a Permanent certificate are:

(*a*) A statement from the Inspector or the School Board concerned, submitted to the Department by the applicant on a form furnished by the Department, showing that the applicant has taught in the Public, Separate, or Continuation Schools of Ontario for at least two years in the school or schools, or the required grades thereof, in which the Interim certificate is valid.

(*b*) A report submitted to the Department by the Inspector concerned, on a form furnished by the Department, in which the granting of the Permanent certificate under consideration is definitely recommended.

II. PERMANENT SECOND CLASS CERTIFICATE.

(1) The holder of an Interim Second Class certificate shall submit with his application for a Permanent Second Class certificate:

(*a*) The Interim Second Class certificate.

(*b*) The statement of experience specified in Section I (*a*).

(*c*) Evidence of having successfully completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

(i) Upper School certificates showing standing in English Literature, English Composition, and any three additional Upper School papers from the list prescribed for admission to a Normal School, provided that where a foreign language option is offered standing in both papers shall be required; in the case of French-speaking teachers English Literature, English Composition, French Literature, French Composition, and any additional Upper School paper from the list prescribed for admission to the University of Ottawa Normal School.

(ii) The special certificate or special certificates obtained by attending two summer or winter courses in any one or two of the following:

Auxiliary Education; Health Education; Kindergarten-Primary; Oral French; Elementary or Intermediate Agriculture; Elementary or Intermediate Art or Art Supervisor's; Elementary or Intermediate Commercial; Elementary or Intermediate Home Economics (Household Science); Elementary or Intermediate Manual Training; Elementary or Intermediate Vocal or Instrumental Music, or Music Supervisor's; Elementary or Intermediate Physical Education, or Physical Education Supervisor's.

NOTE 1.—An Elementary certificate in Art or an Elementary certificate in Physical Culture, obtained at a Normal School prior to September, 1933, will be accepted in place of the corresponding certificate obtained by a summer course.

NOTE 2.—During the period of the war, the holder of an Interim Second Class certificate may substitute evidence of four or six years' successful teaching

experience in Ontario as certified by the Inspector or Inspectors concerned for the special certificate or special certificates obtained through attending one or two summer or winter courses respectively.

(2) The holder of an Interim Second Class certificate who is at least thirty years of age and who has had at least ten years' successful teaching experience in Ontario shall submit with his application for a Permanent Second Class certificate:

(*a*) The Interim Second Class certificate.

(*b*) Satisfactory evidence of age.

(*c*) The statement of ten years' successful teaching experience in Ontario as certified by the Inspector or Inspectors concerned.

(*d*) Evidence of having successfully completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

(i) Upper School certificates showing standing in English Literature and English Composition (in the case of French-speaking teachers, French Literature and French Composition).

(ii) Evidence of having passed the Normal School examination in Speech, Reading and Literature (in the case of French-speaking teachers, French Speech, Reading and Literature).

III. PERMANENT FIRST CLASS CERTIFICATE.

(1) The holder of an Interim First Class certificate shall submit with his application for a Permanent First Class certificate:

(*a*) The Interim First Class certificate.

(*b*) The statement of experience specified in Section I (*a*).

(*c*) Evidence of having successfully completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

(i) The certificate obtained through the Summer Course in Education.

(or during the period of the war)

Evidence of having passed the Normal School examinations in Speech, Reading and Literature and any one of (i) Science and Agriculture, (ii) Social Studies, (iii) Mathematics. In the case of French-speaking teachers French Speech, Reading and Literature shall be the second paper.

(ii) Evidence of having completed at least five courses at an Ontario University or at Ontario Universities in subjects which are approved by the Minister, and whose content is at least a year beyond Upper School. One of these subjects shall be English. (In the case of French-speaking teachers, two subjects, French and English, shall be obligatory.)

NOTE 1.—Before entering upon the university course, which may be taken either intramurally or extramurally, the teacher should obtain from the Registrar of the university in which he wishes to register a list of the subjects approved for the Permanent First Class certificate; and after deciding upon his list of subjects he shall submit his selection to the Minister for approval.

NOTE 2.—The holder of an Interim First Class certificate may substitute the special certificate or special certificates listed in Section II (1) (*c*) (ii) requiring attendance

at one, two, three or four summer or winter sessions with a maximum allowance of not more than two sessions in any one subject for one, two, three or four university subjects respectively; but the maximum exemption shall be four university subjects and English shall not be one of the exemptions claimed. (In the case of French-speaking teachers, the maximum exemption shall be three university subjects; French and English shall not be among the exemptions claimed.)

NOTE 3.—During the period of the war, the holder of an Interim First Class certificate may substitute evidence of three, four, five or six years' successful teaching experience in Ontario as certified by the Inspector or Inspectors concerned for one, two, three or four university subjects respectively, not including English, (in the case of French-speaking teachers, not including French and English).

(2) The holder of an Interim First Class certificate and an Interim or a Permanent High School Assistant's certificate shall submit with his application for a Permanent First Class certificate:

(*a*) The Interim First Class certificate and the Interim or the Permanent High School Assistant's certificate.

(*b*) The statement of experience specified in Section I (*a*).

(3) The holder of an Interim Second Class certificate or of the resultant Permanent Second Class certificate shall submit with his application for an Interim First Class certificate:

(*a*) The Interim or Permanent Second Class certificate.

(*b*) Upper School certificates showing standing in the subjects prescribed for admission to a Normal School.

(*c*) Evidence of having successfully completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

Evidence of having passed the Normal School examinations in (i) Speech, Reading and Literature, (ii) Science and Agriculture (in the case of French-speaking teachers, French Speech, Reading and Literature), (iii) Mathematics.

Thereafter he shall submit with his application for a Permanent First Class certificate all the requirements specified in Section III (1).

(4) A teacher who holds an Interim or Permanent Second Class certificate, who is at least thirty years of age and who has had at least ten years' successful teaching experience in Ontario, shall submit with his application for an Interim First Class certificate:

(*a*) The Interim or Permanent Second Class certificate.

(*b*) Satisfactory evidence of age.

(*c*) The statement of ten years' successful teaching experience in Ontario as certified by the Inspector or Inspectors concerned.

(*d*) Upper School certificates showing standing in English Literature and English Composition (in the case of French-speaking teachers, *one* paper in English, either

Literature or Composition, and *one* paper in French, either Literature or Composition) and *one* additional Upper School paper from the list prescribed for admission to a Normal School.

(*e*) Evidence of having successfully completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

Evidence of having passed the Normal School examinations in (i) Speech, Reading and Literature (in the case of French-speaking teachers, French Speech, Reading and Literature), (ii) Mathematics.

Thereafter he shall submit with his application for a Permanent First Class certificate:

(*a*) The Interim First Class certificate.

(*b*) Evidence of having completed two one-year training courses for teachers given in Ontario and approved by the Minister. See Section IX (2).

(or)

The certificate obtained through the Summer Course in Education.

(or during the period of the war)

Evidence of having passed the Normal School examinations in (i) Science and Agriculture (in the case of French-speaking teachers, Speech, Reading and Literature), (ii) Social Studies.

IV. KINDERGARTEN-PRIMARY CERTIFICATE.

The holder of an Interim Kindergarten-Primary certificate obtained by a year's attendance at a Normal School shall submit with her application for a Permanent Kindergarten-Primary certificate:

(*a*) The Interim Kindergarten-Primary certificate.

(*b*) The statement of experience specified in Section I (*a*).

(*c*) Upper School certificates showing standing in English Literature and English Composition.

(*d*) The Elementary certificate in Art and the Elementary certificate in Music.

NOTE.—During the period of the war, the holder of an Interim Kindergarten-Primary certificate may substitute four and six years' successful teaching experience in Ontario in the grades for which the Interim certificate is valid as certified by the Inspector or Inspectors concerned for the Elementary certificate in Music and the Elementary certificate in Art respectively.

V. PERMANENT PRIMARY SCHOOL SPECIALIST CERTIFICATE.

The holder of an Interim Primary School Specialist certificate shall submit with her application for a Permanent Primary School Specialist certificate:

(1) The Interim Primary School Specialist certificate.

(2) The statement of experience specified in Section 1 (*a*).

VI. EXPIRED CERTIFICATES.

Expired Interim certificates will be extended from year to year on evidence of satisfactory progress by the holders toward the additional qualifications required for Permanent certificates.

Special consideration will be given to those teachers whose certificates have expired but who, through inability to secure positions, have not been able to teach the full period of four years for which their certificates were originally valid.

During the period of the war, expired Interim certificates will be valid as they stand without being forwarded to the Department for extension, unless otherwise recommended by the Inspectors concerned.

VII. PERMANENT CERTIFICATES IN SPECIFIC SUBJECTS.

(1) General Requirements:

(*a*) A Permanent First or Second Class certificate, or a Permanent Kindergarten-Primary certificate obtained under the provisions of Section IV, or a Permanent Primary School Specialist certificate.

(*b*) A statement from the Inspector concerned, submitted to the Department by the applicant on a form furnished by the Department, showing that he has taught the specific subject for two years in a Public, Separate, or Continuation school in Ontario subsequent to the special course or to Part I of the full course.

(*c*) A report submitted to the Department by the Inspector concerned on a form furnished by the Department in which it is certified that the special requirements have been satisfied and in which the granting of the Permanent certificate is definitely recommended.

(2) Special Requirements:

(*a*) For a Permanent Elementary certificate:

Two years' successful experience in the specific subject in one or more classrooms subsequent to the summer course, or to Part I of the full course where the Interim Elementary certificate requires two summer sessions. The minimum requirement in time is one hour per week. See Section VII (1) (*b*).

(*b*) For a Permanent Intermediate or Supervisor's certificate:

(i) Two years' successful experience in the specific subject subsequent to Part I of the full course.

(ii) One year's successful experience in teaching the specific subject in at least four separate classrooms in a graded school. In the case of a Supervisor's certificate, one year's general supervision may be substituted for instruction in four classrooms. This special experience for one year may form part of the required two years' experience. Such special experience is not required of Continuation School teachers. In Music, however, the Provincial Supervisor of that subject determines the extent and character of the work for a Permanent certificate. See Section VII (1) (*b*).

(*c*) For a Permanent Kindergarten-Primary certificate:

When the Interim certificate has been obtained by two summer courses, two years' successful experience, subsequent to the first of the two summer courses, in a Kindergarten or Kindergarten-Primary class, or in Grades I or II. See Section VII (1) (*b*).

(*d*) For a Permanent certificate in Auxiliary Education:

Two years' successful experience in Auxiliary teaching, subsequent to the summer course, in the particular branch of this work indicated in the Interim certificate. See Section VII (1) (*b*).

NOTE 1.—The holder of an Interim certificate in Music, who is not otherwise qualified for teaching in a Public or Separate School, may be granted a Permanent certificate on the recommendation of the local Inspector or Inspectors, and of the Provincial Supervisor of Music.

NOTE 2.—The holder of an Interim Intermediate certificate in Home Economics or an Interim Intermediate or Specialist certificate in Manual Training may qualify for a Permanent certificate of the same kind, without a Permanent First or Second Class certificate, on two years' successful experience in Home Economics or Manual Training, respectively, provided the full school day has been devoted to the special subject. An additional requirement for a Permanent Intermediate certificate in Home Economics is Special Course B in Sewing and Dressmaking taken at the summer school, when the Interim Intermediate certificate has been obtained subsequent to 1937.

NOTE 3.—For a Permanent Intermediate certificate in Agriculture, Type B, the special requirement is two years' successful experience in Agriculture, subsequent to the first summer course in that subject, where it has been taught under the Public and Separate School Regulations. For a Permanent Intermediate certificate, Type A, the special requirement is two years' successful experience in Agriculture where that subject has been taught under the High School Regulations.

VIII. MILITARY SERVICE.

Evidence acceptable to the Minister of at least one year's active service in the Canadian, British, or Allied Forces during the period of the present war may be substituted for evidence of one year's teaching experience, in making application for a Permanent First or Second Class certificate. Such evidence of active service may likewise be given consideration in determining academic or other professional requirements for Permanent certificates according to the circumstances of each case.

IX. NOTICE TO TEACHERS

(1) Teachers preparing themselves extramurally for Normal School examinations are advised:

(*a*) To consult with the Principal of the local Normal School for guidance;

(*b*) To make application for admission to the examination, submitting the date and the number of the First or the Second Class Certificate they hold, not later than April 15th, to the Principal of the local Normal School, or in case of teachers in the *districts* to the Deputy Minister of Education, Toronto.

(2) The two one-year training courses referred to in this circular are courses each of at least eight month's duration. Summer courses may not be substituted.